



## SPECIAL PAY/APPOINTMENT ACTION

(Revised 8/08)

Check type of action (and EXTENSION if applicable):

**DAS-HRE Approval Required:**

- ☐ Advanced Appointment Rate
- ☐ Change of Duty Station  
(Reassignment)
- ☐ Extraordinary Duty
- ☐ Incentive Pay for UE/IUP
- ☐ Increased Credentials
- ☐ Leadworker
- ☐ Red Circle
- ☐ Special Duty
- ☐ **EXTENSION**

**These Special Pay types are suspended indefinitely and will not be approved:**

- Recruitment/Retention Bonus
- Exceptional Job Performance

All of the above special pay actions must be approved by DAS-HRE **PRIOR** to making an offer to a new or current employee.

Employee's Name: \_\_\_\_\_

Department \_\_\_\_\_

Current Payroll Number (18 digits): \_\_\_\_\_

Classification \_\_\_\_\_

Classification Code: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Current Biweekly Salary: \_\_\_\_\_ Bargaining Unit Number: \_\_\_\_\_

Bargaining Status: \_\_\_\_\_ Requested Number of Pay Periods: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Describe the basis for this action in the space below and complete the appropriate section on the reverse side. Attach a copy of the Position Description Questionnaire, if applicable. Attach additional sheets, as needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Appointing Authority or Designee's Signature*

\_\_\_\_\_  
*Date*

**DAS-HRE WILL COMPLETE THIS SECTION**

☐ Approved ☐ Denied

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Personnel Officer's Signature*

\_\_\_\_\_  
*Date*

***Check (X) Boxes Where Appropriate***

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**Advanced Appointment Rate** ☐ 53.5(1) (Individual) ☐ 53.5(2) (Blanket)

Additional percentage: \_\_\_\_\_. Adjusted base pay: \_\_\_\_\_. If applicable, attach the names for current employees to be adjusted due to overqualifications or exceptional qualifications under rule 53.5(1).

*Additional information documenting the economic or employment conditions must be submitted when requesting a blanket advanced appointment rate (53.5(2)).*

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**Change of Duty Station (Reassignment)** 53.6(13) and 59.2

Additional pay per pay period (not added to base pay): \_\_\_\_\_ (up to 5%, or up to new entrance rate)

Pay increase eligibility date: \_\_\_\_\_

Number of miles to new work location (must be beyond 25 miles): \_\_\_\_\_

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**Extraordinary Duty** 53.8(3), 59.3(2) and 59.3(3)

Number of pay periods: \_\_\_\_\_ (approved in 3-month increments only)

Percent per pay period: \_\_\_\_\_ Additional pay per pay period: \_\_\_\_\_

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**Incentive Pay for UE/IUP contract covered employees** Article IX, Section 11 Extra Pay

Percentage: \_\_\_\_\_ (up to 3%). Lump sum pay amount (not added to base pay): \_\_\_\_\_

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**Increased Credentials** 53.9(6)

Percent of increase in base pay: \_\_\_\_\_

**NOTE: Not available for contract-covered employees.**

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**Leadworker** 53.8(1)

Percentage: \_\_\_\_\_ (up to 15%). Additional pay per pay period: \_\_\_\_\_

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**Red Circle** 53.6(3)

Payroll number (18 digits): \_\_\_\_\_

Percent per pay period: \_\_\_\_\_ Additional pay per pay period: \_\_\_\_\_

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**Special Duty** 53.8(2) and 59.3(1) and 59.3(3)

Number of pay periods: \_\_\_\_\_ (approved in 3-month increments only)

Payroll number (18 digits) assigned to: \_\_\_\_\_

Bargaining unit number: \_\_\_\_\_ Bargaining status: \_\_\_\_\_ Pay grade: \_\_\_\_\_

Percent per pay period: \_\_\_\_\_ Additional pay per pay period: \_\_\_\_\_

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**IMPORTANT: SUBMIT THE ORIGINAL AND TWO COPIES**